



## **SAFETY PROGRAM:**

### **Hazard Communication**

(December 5, 1998; Revised January 2013, July 2015)

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### **| POLICY**

Through this Hazard Communication (HAZCOM) Program, all affected South Carolina Department of Administration employees will be informed of the contents of the OSHA Hazard Communications standard 29 CFR 1910.1200, the dangers of all hazardous chemicals used by Department of Administration employees in their work, safe handling procedures and measures to protect employees from those chemicals.

This HAZCOM Program applies to all work operations in the Department of Administration where any employee is exposed or has the potential to be exposed to hazardous chemicals under normal working conditions or during an emergency situation. All work units of the Department of Administration will participate in this HAZCOM Program. Copies of the HAZCOM Program and relevant safety data sheets (SDS) are to be available through the Department of Administration Safety on-line SDS inventory, SiteHawk, and by hard copy where computer access is not viable, for review by any interested employee.

The Department of Administration Safety Office has overall responsibility for this Program, including its review and update as necessary.

### **CONTAINER LABELING**

1. All containers received for use will be clearly labeled as to the contents with an appropriate hazard warning and the manufacturer's name and address.
2. All secondary containers must be labeled with either an extra copy of the original manufacturer's label or with labels marked with the identity of the contents and an appropriate hazard warning.
  - a. A secondary container is any container (such as a can, spray bottle or other vessel) other than the original manufacturer's packaging which is

- typically used for diluting, mixing, transfer and/or individual worker use and storage.
- b. A label is not required when the chemical is transferred to a portable secondary container for immediate use by a single employee is always under that employee's control and the chemical is completely used by the end of that employee's work shift.
- 3. Contact the Department of Administration Safety Office for assistance in labeling, as required.

## **MATERIAL SAFETY DATA SHEETS (SDS)**

- 1. A SDS for each hazardous chemical product used in the workplace will be readily accessible to all employees during each work shift either through:
  - a. A hard copy in a SDS book for that work unit made available in an employee common area. Supervisors shall inform employees where SDS books are maintained (i.e., office, work shop, vehicle) and how to find the desired product by using a Table of Contents or cross-referenced Index by name of product and/or name of manufacturer.
  - b. Through the Department of Administration on-line SDS inventory (SiteHawk; an icon will be placed on each employee's or common-access computer desktop for direct retrieval) and/or
  - c. The Department of Administration Safety Office.
- 2. Any revision to a SDS for a hazardous chemical product currently in the Department of Administration inventory will be forwarded by the Supervisor or SDS Coordinator to the Department of Administration Office for review and inclusion into SiteHawk.
- 3. Any new hazardous chemical product (not currently in SiteHawk), even for one-time use, requires a SDS.
  - a. If for one-time use, the using employees or Supervisor must obtain the SDS for the new hazardous chemical product. Prior to use the Supervisor will review the SDS with the using employees to include hazards, proper protective measures and equipment, handling, first aid, cleanup and disposal. A legible copy of the SDS is to be maintained by the Supervisor until job completion. The one-time product must be used in its entirety for that job or disposed of properly at job completion.
  - b. If the Supervisor decides the new hazardous chemical product needs to be added to the work unit's inventory, the SDS will be forwarded to the Department of Administration Safety Office for review and possible inclusion into SiteHawk. Note: The Department of Administration Safety Office will review the new product for new and significant health hazards and other safety information, and may recommend not using the product but a less hazardous alternative, if available.
- 4. The SDS for any product no longer used by Department of Administration will be maintained in an inactive SDS inventory (by the on-line vendor) for at least 30 years.

5. Contact the Department of Administration Office for assistance in obtaining a SDS, as required.

### **Material Safety Data Sheet (SDS) Coordinators**

Each Department of Administration Division will have its Supervisors and/or a SDS Coordinator responsible to:

1. Verify that each container received for use in a division work unit is appropriately labeled and has an up-to-date SDS listed in the Department of Administration SDS on-line inventory.
2. Ensure the label on the original container is maintained in good condition, i.e., is legible or is replaced with a new label.
3. Ensure that all secondary containers in a division work unit are appropriately labeled and maintained in a good and legible condition.
4. Conduct an annual review of the Division's SDS inventory and update and notify the Department of Administration Safety Office of changes, as required.

**The Department of Administration Safety Office** is responsible for:

1. Establishing and monitoring the Department of Administration HAZCOM Program and SDS on-line inventory to include an annual review.
2. Ensuring procedures are developed to obtain the necessary SDSs.
3. Reviewing each new SDS for significantly new product health hazards and other safety information.
4. Recommending not using a product but a less hazardous alternative, if available.
5. Updating the SiteHawk on-line SDS inventory within 30 days of receipt of a new or terminated SDS.
6. Training employees in the Department of Administration HAZCOM Program and how to access a hazardous chemical product's SDS.
7. Communicating any new information to affected employees.

### **EMPLOYEE TRAINING AND INFORMATION**

Every Department of Administration employee will be exposed or can be potentially exposed to hazardous chemicals in their workplace so will receive training on the OSHA Hazard Communication Standard and the Department of Administration HAZCOM Program. Department of Administration HAZCOM training will include the following information:

1. An overview of the OSHA Hazard Communication Standard and the Department of Administration HAZCOM Program.
2. The physical and health risks of those hazardous chemicals.
3. Symptoms of overexposure.

4. How to determine the presence or release of hazardous chemicals in the work area.
5. How to prevent or reduce exposure to hazardous chemicals through use of control procedures, work practices and personal protective equipment.
6. Steps Admin has taken to reduce or prevent exposure to hazardous chemicals.
7. Procedures to follow if employees are overexposed to hazardous chemicals.
8. How to read a product's label and its SDS to obtain hazard information.
9. How to access the OSHA Hazard Communication Standard, the Department of Administration HAZCOM Program, and a SDS through a unit's SDS book and the Department of Administration on-line inventory.

Employees will be trained upon initial hire prior to start of work and whenever there is a significant change in the OSHA Hazard Communication Standard or Department of Administration HAZCOM Program. Employees are required HAZCOM refresher training at least every three (3) years.

Prior to introducing a new hazardous chemical product into any section of the Board, each affected employee in that work unit must read the SDS and understand the information as outlined in the above training requirements.

### **Employee Responsibility**

Each employee is responsible to:

1. Be familiar and comply with the Department of Administration HAZCOM program.
2. Review the list in SiteHawk for his/her "Chemical Area" (Division, Section) or the work unit's SDS book and become familiar with hazardous chemicals used in his/her work area prior to using any of those products in the workplace to include:
  - a. Proper material handling
  - b. Required protective measures and personal protective equipment
  - c. Appropriate first aid care in case of exposure
  - d. Proper clean-up and disposal procedures
  - e. Proper storage requirements
3. Use only those hazardous chemical products listed in SiteHawk or the work unit's SDS book, or obtain Supervisor approval and training for one-time use.
4. Ask the Supervisor for clarification on proper use of the product.
5. Ask the vendor for and provide the Supervisor or Division SDS Coordinator with any new or revised SDSs obtained during authorized purchase of supplies for the workplace.
6. Know symptoms of exposure and immediately report to his/her Supervisor any exposures to hazardous chemical products that could lead to or have resulted in injury or illness.

### **Hazardous Non-routine Tasks**

Periodically, employees are required to perform non-routine and/or infrequent tasks that involve the use of hazardous chemicals. Prior to starting work on such projects, the Supervisor will use the SDS to inform each affected employee about the hazardous chemicals he or she may encounter during such work activity. This information will include specific chemical hazards, personal protective equipment and safety measures the employee should use, and steps the Department of Administration will take to reduce the hazards (including ventilation, respirators, and the presence of another employee - buddy system) and emergency procedures.

### **Informing Other Employers/Contractors**

It is the responsibility of the Supervisor or Project Manager to provide contracted employers in advance of contracted work with a copy of each SDS for hazardous chemicals used to which the contract employees may be exposed on a Department of Administration job site.

Conversely, it is the responsibility of any contractor/vendor to provide a copy of each SDS to the Department of Administration Safety Office and the General Services Division, Facilities Management Section, Construction and Planning Office about hazardous chemicals they use for a contracted job in a Department of Administration owned or maintained facility to which Department of Administration employees or our tenants may be exposed.

Affected Department of Administration and contract employees and tenants will be informed of and provided in advance with necessary precautionary measures to protect from exposure due to the hazardous chemicals used for the contracted project. The contract employer is responsible to train and equip his/her own employees.

### **Chemicals in Unlabeled Pipes**

Work activities are sometimes performed by employees in areas where chemicals are transferred through unlabeled pipes. Prior to starting work in these areas, the employee shall contact the Manager of the General Services Division, Facilities Management Section, Building Systems Team for information regarding:

1. The chemical in the pipes
2. Potential hazards
3. Required safety precautions. Example: A lockout procedure cutting off valves up-stream and down-stream or using blanking should be used before “breaking” the pipe.

### **Program Availability**

The Department of Administration HAZCOM Program is to be available in each work unit’s SDS book and through the Department of Administration Safety web page. However, a copy of this program will be made available, upon request, to employees and their representatives.